SIKKIM

GOVERNMENT GAZETTE

EXTRAORDINARY
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GOVERNMENT OF SIKKIM
URBAN DEVELOPMENT DEPARTMENT
GANGTOK

No: 01/UDD/2026 **Dated: 06/02/2026**

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India read with Section 29 of the Sikkim Municipalities Act, 2007 (Act No. 5 of 2007), the Governor of Sikkim is pleased to make the following rules regulating the method of recruitment and conditions of service of persons appointed to the Group 'A' and 'B' (Gazetted) and Group (C) and (D) post (Non-Gazetted) of Urban Local Bodies in Sikkim.

1. Short Title and Commencement: -

1) These rules may be called the Sikkim Municipal Common Cadre Service Rules, 2024

2) They shall come into force with effect from the date of issue of this Notification.

2. Application: -

These rules shall apply to all Group (A) and (B) (Gazetted) and group 'C' and 'D' (Non-Gazetted) posts in the Urban Local Bodies in Sikkim.

3. Definitions: -

In these rules, unless the context otherwise requires: -

a. "Act" means the Sikkim Municipalities Act, 2007 (No.5 of 2007) as amended from time to time;

b. "Appointment on probation" means appointment on temporary basis awaiting confirmation;

c. "Appointing Authority" means Director of Municipal Administration as specified sub rule (h) of rule 3;

d. "Disciplinary Authority" is the authority appointed by the Appointing Authority for conducting an enquiry against any employee for taking disciplinary proceedings and to recommend for action;

e. "Municipal Cadre Controlling Authority" means Director of Municipal Administration as specified sub rule (h) of rule 3;

f. "Contract Appointment" means appointment of a person to the service on contract on the terms and conditions prescribed in the contract agreement;

g. "Government" means the Government of Sikkim.

h. "Director of Municipal Administration" means the director appointed by the government with the Urban Development Department to look after the Municipal Affairs and Administration of the Sikkim Municipalities;

i. "MC" means the Municipal Commissioner of the Gangtok Municipal Corporation, Gangtok;

j. "MEO" means Municipal Executive Officer of the respective Municipal Council and the Nagar Panchayat of the Urban Local Bodies;

k. "Direct Recruitment" in relation to any service or post means appointment otherwise than by promotion or absorption or on deputation;

l. "Employee" or "Municipal Employee" means officials and other personnel appointed under these rules;

m. "Personnel" means officers and employees recruited under these rules;

n. "Probationer" means an officer or employee appointed, who is on probation;

o. "Promotion" means the appointment of an officer or employee from a lower post or lower Group of service to a higher post or higher Group of service;

p. "Schedule" means a Schedule appended to these rules vide Schedule I & II;

q. "Section" means a particular section of the Sikkim Municipalities Act, 2007 (No.5 of 2007) as amended from time to time;

r. "Urban Local Body" means any Municipality established by the Government of Sikkim under the Sikkim Municipalities Act, 2007 (No.5 of 2007) as amended from time to time.

4. Constitution: -

There shall be a common cadre constituted for Municipal service of Urban Local Bodies within Sikkim to be known as the Sikkim Municipal Common Cadre Service. The service shall have sub-cadres consisting of Group 'A' and 'B' (Gazetted) and Group (C) and (D) (Non- Gazetted) posts in the Municipalities of Sikkim comprising of the following, namely;

1) Category I – Administration and Establishment Wing

2) Category II – Engineering and Technical Wing

3) Category III – Town Planning Wing

4) Category IV –Sanitation Wing

5) Category V – Finance and Accounts Wing

6) Category VI- Information Technology Wing

5. Categorisation of Posts: -

Various posts included in the service shall be categorised as under: -

a) Group 'A' (Gazetted) – All the posts in Level 17 of the Pay Matrix and above are categorized as Group 'A" category post.

b) Group 'B' (Gazetted) – All the posts in Level 15 & 16 of the Pay Matrix shall be categorized as Group 'B' (Gazetted) posts.

c) Group 'C' (Non- Gazetted). All the post in level 3,5 to 14 in the pay matrix shall be categorised as Group 'C' category posts.

d) Group 'D' (Non-Gazetted). All the post in level 1, 2 & 4 of the pay matrix shall be categorised as Group 'D' category of posts.

6. Initial Constitution: -

At the time of commencement of these rules, employees recruited or posted on deputation to the Sikkim Municipalities or Urban Local Bodies immediately prior to this issuance of Notification shall be given an option to either opt for Municipal Cadre or their respective cadre to which they belong to for regulating the cadre strength of the Municipalities. All members of the service after they have exercised their option and having opted for the Municipal Cadre shall then be notified as being the employees of the Municipalities and the past services rendered in any of the posts in the Schedule-I appended to these rules shall be counted as service under these rules for all purposes.

7. Designation of Posts & Cadre Strength: -

The authorized permanent strength of the Sikkim Municipal Common Cadre Service and the nature of the posts therein shall be as determined by the Government from time to time. The present strength of the cadre and posts shall be as prescribed in Schedule-I appended to these rules.

8. Recruitment: -

Recruitment to the posts falling under the Sikkim Municipal Common Cadre Service shall be done through the procedure as prescribed under the Sikkim Government Establishment Rules, 1974 and as specified in the Schedule-II of the rules.

9. Method of Recruitment and eligible conditions: -

1) Method of recruitment and the eligibility criteria for appointment to the posts under the Sikkim Municipal Common Cadre Service shall be as specified in the Schedule-II of these rules.

2) The Appointing Authority may make regulations for conducting direct recruitment to the posts included in the Sikkim Municipal Common Cadre Service in line with the recruitment procedure followed by the State Government.

10. Procedure of Selection: -

1) Every year the Municipal Executive Officers of the Urban Local Bodies shall intimate the vacancy position to the Appointing Authority indicating various grades of vacant posts. The Appointing Authority shall, on receipt of the vacancy position from the Urban Local Bodies and the Corporation, invite applications from the candidates eligible to appear in the examination.

2) The Authority shall conduct the Competitive Examination/Interview in the manner prescribed by the Sikkim Public Service Commission for recruitment to the posts mentioned in Schedule-I of these rules by an order to be issued by the Director, Municipal Administration on that behalf.

3) The date on which and the place at which the examination will be held, shall be decided and notified by the Authority.

11. Conduct of Examinations: -

1) The Appointing Authority shall conduct competitive examinations in matters of direct recruitment for all posts under the Sikkim Municipal Common Cadre Service.

2) The scheme of examinations for the posts in Sikkim Municipal Common Cadre Service will be decided by the Appointing Authority.

3) In order to be eligible to compete for the recruitment, a candidate must fulfil the conditions as prescribed in the Sikkim Government Establishment Rules, 1974 which shall be published while announcing the appointment of such post by way of direct recruitment. The upper age limit prescribed for direct recruitment shall be as prescribed from State Government from time to time.

4) The crucial date for determining the age limit and other eligibility criteria for direct recruitment shall be the closing date fixed for receipt of application as notified in the advertisement issued by the authority for recruitment of such posts.

12. Appointment of Direct Recruits: -

1) Save as provided in these rules, appointment to the service shall be made from the candidates strictly in order of merit and those recommended by the Appointing Authority.

2) A direct recruit shall join duty within 30 days from the date of issue of the order of appointment, failing which and unless specific orders are received from the Government, the appointment shall stand cancelled.

13. Probation: -

1) All persons appointed to the service shall be on probation for a period of 1 (one) year including training in case of direct recruitment which shall be counted from the date of joining the post. Provided that the period of probation shall not include the following:

   a. Extraordinary leave

   b. Period of unauthorised leave

   c. Any other period held to be not being on actual duty.

2) The Appointing Authority may extend the period of probation or terminate the services of a person in case of direct recruitment during or at the end of period of probation, if the work and conduct of such person is not found satisfactory.

14. Confirmation: -

A member who has been declared to have satisfactorily completed the period of probation shall be confirmed in the service.

15. Promotion: -

1) Promotion from lower grade to higher grade shall be made by the Appointing Authority as per the procedure followed by the Department of Personnel as per the existing rules in force.

2) Promotions shall be subject to fulfilment of the eligibility criteria as prescribed in Schedule-II of these rules.

16. Seniority: -

1) Inter-se seniority of the members of the service shall be determined by the Appointing Authority separately for each Sub-Cadre.

2) In the case of a member appointed by direct recruitment, the order of merit determined by the authority shall form the seniority of members of the service.

3) Inter-se seniority of members recruited by direct recruitment and promotion shall be regulated in line with instructions on seniority and promotion in force under the Government.

4) In the case of members who join the Service from the State Government or its agencies/ autonomous bodies/authorities by absorption, their seniority shall be determined by the Government taking into consideration their length of continuous service, grade, and date of initial appointment under the Government.

17. Reservation of post for deputation/posting of officers of State Government: -

1) The Government may make reservation of posts for deputation/posting officers belonging to Civil Services and other categories of officers in the Municipalities. Against such reserved post, the Government shall post officers in the appropriate cadres/ post under the municipalities of Sikkim.

2) The period of deputation shall ordinarily be 2 years which may be extended up to 3 years on special cases

18. Training: -

Personnel appointed to Sikkim Municipal Common Cadre Service shall undergo such trainings as may be prescribed from time to time. The authority may arrange such training to direct recruits or any persons at any stage if it deems fit and necessary.

19. Posting and Transfer: -

1) All officers appointed to the Sikkim Municipal Common Cadre Service shall be liable to be transferred to any of the municipalities/urban local bodies in Sikkim.

2) The Sikkim Municipal Common Cadre Authority may lay down the minimum and maximum tenure of posting for personnel belonging to the Sikkim Municipal Common Cadre Service.

20. Medical Fitness: -

1) A candidate must be of good mental condition and bodily health and free from any physical defect likely to interfere with the discharge of his duties as an officer of the service.

II. NAMCHI MUNICIPAL COUNCIL

Sl. No.	Name of posts	Number of posts	Category	Level in the Pay Matrix
1.	Municipal Executive Officer (Municipal Council)	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 15 in the Pay Matrix
2.	Superintendent	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 14 in the Pay Matrix
3.	Head Assistant	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 11 in the Pay Matrix
4.	Upper Division Clerk	2 (two) post or as sanctioned from time to time	Administration & Establishment Wing	Level 9 in the Pay Matrix
5.	Lower Division Clerk	5 post or as sanctioned from time to time	Administration & Establishment Wing	Level 7 in the Pay Matrix
6.	Driver	10 post or as sanctioned from time to time	Administration & Establishment Wing	Level 6 in the Pay Matrix
7.	Office Attendant	4 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
8.	Safaikarmachari	19 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
9.	Senior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 14 in the Pay Matrix
10.	Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 11 in the Pay Matrix
11.	Junior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 9 in the Pay Matrix
12.	Accounts Clerk	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 7 in the Pay Matrix
13.	Municipal Assistant Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 15 in the Pay Matrix

14.	Junior Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 12 in the Pay Matrix
15.	Supervisor	3 post or as sanctioned from time to time	Engineering & Technical Wing	Level 4 in the Pay Matrix
16.	Assistant Architect	1 (one) post or sanctioned from time to time	Planning & Building Wing	Level 15 in the Pay Matrix
17.	Assistant Director (IT)	1 (one) post or sanctioned from time to time	Information Technology Wing	Level 15 in the Pay Matrix
18.	Programmer (IT)	1 (one) post or sanctioned from time to time	Information Technology Wing	Level 12 in the Pay Matrix
19.	Assistant Programmer (IT)	1 (one) post or sanctioned from time to time	Information Technology Wing	Level 11 in the Pay Matrix
20.	Computer Operator (IT)	1 post or sanctioned from time to time	Information Technology Wing	Level 10 in the Pay Matrix
21.	Senior Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 15 in the Pay Matrix
22.	Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 12 in the Pay Matrix
23.	Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 10 in the Pay Matrix
24.	Assistant Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 9 in the Pay Matrix
25.	Junior Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 3 in the Pay Matrix

III. SINGTAM NAGAR PANCHAYAT

Sl. No.	Name of posts	Number of posts	Category	Level in the Pay Matrix
1.	Municipal Executive Officer	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 15 in the Pay Matrix
2.	Superintendent	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 14 in the Pay Matrix
3.	Head Assistant	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 11 in the Pay Matrix
4.	Upper Division Clerk	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 9 in the Pay Matrix
5.	Lower Division Clerk	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 7 in the Pay Matrix
6.	Driver	3 post or as sanctioned from time to time	Administration & Establishment Wing	Level 6 in the Pay Matrix
7.	Office Attendant	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
8.	Safaikarmachari	10 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
9.	Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 11 in the Pay Matrix
10.	Junior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 9 in the Pay Matrix
11.	Accounts Clerk	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 7 in the Pay Matrix
12.	Assistant Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 15 in the Pay Matrix
13.	Junior Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 12 in the Pay Matrix

14.	Supervisor	2 post or as sanctioned from time to time	Engineering & Technical Wing	Level 4 in the Pay Matrix
15.	Assistant Architect	1 post or sanctioned from time to time	Planning & Building Wing	Level 15 in the Pay Matrix
16.	Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 12 in the Pay Matrix
17.	Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 10 in the Pay Matrix
18.	Assistant Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 9 in the Pay Matrix
19.	Junior Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 3 in the Pay Matrix

IV. RANGPO NAGAR PANCHAYAT

Sl. No.	Name of posts	Number of posts	Category	Level in the Pay Matrix
1.	Municipal Executive Officer	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 15 in the Pay Matrix
2.	Superintendent	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 14 in the Pay Matrix
3.	Head Assistant	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 11 in the Pay Matrix
4.	Upper Division Clerk	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 9 in the Pay Matrix
5.	Lower Division Clerk	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 7 in the Pay Matrix
6.	Driver	3 post or as sanctioned from time to time	Administration & Establishment Wing	Level 6 in the Pay Matrix
7.	Office Attendant	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
8.	Safaikarmachari	10 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
9.	Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 11 in the Pay Matrix
10.	Junior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 9 in the Pay Matrix
11.	Accounts Clerk	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 7 in the Pay Matrix
12.	Assistant Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 15 in the Pay Matrix
13.	Junior Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 12 in the Pay Matrix

V. MANGAN NAGAR PANCHAYAT

Sl. No.	Name of posts	Number of posts	Category	Level in the Pay Matrix
1.	Municipal Executive Officer	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 15 in the Pay Matrix
2.	Superintendent	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 14 in the Pay Matrix
3.	Head Assistant	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 11 in the Pay Matrix
4.	Upper Division Clerk	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 9 in the Pay Matrix
5.	Lower Division Clerk	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 7 in the Pay Matrix
6.	Driver	3 post or as sanctioned from time to time	Administration & Establishment Wing	Level 6 in the Pay Matrix
7.	Office Attendant	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
8.	Safaikarmachari	10 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
9.	Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 11 in the Pay Matrix
10.	Junior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 9 in the Pay Matrix
11.	Accounts Clerk	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 7 in the Pay Matrix
12.	Assistant Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 15 in the Pay Matrix
13.	Junior Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 12 in the Pay Matrix

14.	Supervisor	2 post or as sanctioned from time to time	Engineering & Technical Wing	Level 4 in the Pay Matrix
15.	Assistant Architect	1 post or sanctioned from time to time	Planning & Building Wing	Level 15 in the Pay Matrix
16.	Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 12 in the Pay Matrix
17.	Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 10 in the Pay Matrix
18.	Assistant Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 9 in the Pay Matrix

VI. GYALSHING NAGAR PANCHAYAT

Sl. No.	Name of posts	Number of posts	Category	Level in the Pay Matrix
1.	Municipal Executive Officer	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 15 in the Pay Matrix
2.	Superintendent	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 14 in the Pay Matrix
3.	Head Assistant	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 11 in the Pay Matrix
4.	Upper Division Clerk	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 9 in the Pay Matrix
5.	Lower Division Clerk	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 7 in the Pay Matrix
6.	Driver	3 post or as sanctioned from time to time	Administration & Establishment Wing	Level 6 in the Pay Matrix
7.	Office Attendant	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
8.	Safaikarmachari	10 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
9.	Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 11 in the Pay Matrix
10.	Junior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 9 in the Pay Matrix
11.	Accounts Clerk	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 7 in the Pay Matrix
12.	Assistant Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 15 in the Pay Matrix
13.	Junior Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 12 in the Pay Matrix

14.	Supervisor	2 post or as sanctioned from time to time	Engineering & Technical Wing	Level 4 in the Pay Matrix
15.	Assistant Architect	1 post or sanctioned from time to time	Planning & Building Wing	Level 15 in the Pay Matrix
16.	Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 12 in the Pay Matrix
17.	Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 10 in the Pay Matrix
18.	Assistant Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 9 in the Pay Matrix
19.	Junior Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 3 in the Pay Matrix

VII. NAYA BAZAAR JORETHANG NAGAR PANCHAYAT

Sl. No.	Name of posts	Number of posts	Category	Level in the Pay Matrix
1.	Municipal Executive Officer	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 15 in the Pay Matrix
2.	Superintendent	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 14 in the Pay Matrix
3.	Head Assistant	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 11 in the Pay Matrix
4.	Upper Division Clerk	1 post or as sanctioned from time to time	Administration & Establishment Wing	Level 9 in the Pay Matrix
5.	Lower Division Clerk	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 7 in the Pay Matrix
6.	Driver	3 post or as sanctioned from time to time	Administration & Establishment Wing	Level 6 in the Pay Matrix
7.	Office Attendant	2 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
8.	Safaikarmachari	10 post or as sanctioned from time to time	Administration & Establishment Wing	Level 4 in the Pay Matrix
9.	Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 11 in the Pay Matrix
10.	Junior Accountant	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 9 in the Pay Matrix
11.	Accounts Clerk	1 post or as sanctioned from time to time	Finance & Accounts Wing	Level 7 in the Pay Matrix
12.	Assistant Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 15 in the Pay Matrix
13.	Junior Engineer (Civil)	1 post or as sanctioned from time to time	Engineering & Technical Wing	Level 12 in the Pay Matrix

14.	Supervisor	2 post or as sanctioned from time to time	Engineering & Technical Wing	Level 4 in the Pay Matrix
15.	Assistant Architect	1 post or sanctioned from time to time	Planning & Building Wing	Level 15 in the Pay Matrix
16.	Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 12 in the Pay Matrix
17.	Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 10 in the Pay Matrix
18.	Assistant Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 9 in the Pay Matrix
19.	Junior Sub-Inspector	1 post or sanctioned from time to time	Sanitation Wing	Level 3 in the Pay Matrix

SCHEDULE-II

THE SIKKIM MUNICIPAL COMMON CADRE SERVICE METHODS OF RECRUITMENT AND ELIGIBILTY CRITERIA FOR POSTS UNDER

I. GANGTOK MUNICIPAL CORPORATION

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Commissioner	1	Level 19 in the Pay Matrix	A	100% by deputation	NA
2	Deputy Municipal Commissioner	1	Level 17 in the Pay Matrix	B	100% by deputation	NA
3	Assistant Municipal Commissioner	2	Level 15 in the Pay Matrix	B	100% by deputation	NA
4	Office Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
5	Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
6	Stenographer-III to Municipal Commissioner	1	Level 10 in the Pay Matrix	C	100% by deputation.	NA
7	Municipal Upper Division Clerk	2	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental competitive Examination failing which by transfer on deputation.	As per the State Government norms.
8	Municipal Lower Division Clerk	6	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
9	Municipal Driver	43	Level 6 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

10	Municipal Office Attendant	15	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
11	Municipal Safaikarmachari	60	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
			(II) ACCOUNTS SECTION			
1	Municipal Finance and Accounts Officer	1	Level 15 in the Pay Matrix	B	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Senior Accountant	1	Level 14 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
3	Municipal Accountant	2	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
4	Municipal Junior Accountant	4	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
5	Municipal Accounts Clerk	4	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
			(III) ENGINEERING SECTION			
1	Municipal Executive Engineer	1	Level 19 in the Pay Matrix	A	100% by deputation or by promotion	As per the State Government norms.
2	Municipal Divisional Engineer	1	Level 17 in the Pay Matrix	B	100% by promotion or by deputation	As per the State Government norms.
3	Municipal Assistant Engineer(Civil)	2	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
4	Municipal Junior Engineer (Civil)	3	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
5	Municipal Supervisor	9	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.

(IV) ARCHITECT SECTION						
1	Municipal Joint Chief Architect	1	Level 19 in the Pay Matrix	A	100% by transfer on deputation	NA
2	Municipal Deputy Chief Architect	1	Level 17 in the Pay Matrix	B	100% by transfer on deputation	NA
3	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
(V) IT SECTION						
1	Municipal Assistant Director (IT)	1	Level 15 in the Pay Matrix	A	100% by promotion	As per the State Government norms.
2	Municipal Programmer (IT)	1	Level 12 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
3	Municipal Assistant Programmer (IT)	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
4	Municipal Computer Operator (IT)	2	Level 10 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
(VI) LICENSE SECTION						
1	Municipal Senior Inspector	2	Level 15 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
2	Municipal Inspector	2	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Sub-Inspector	2	Level 10 in the Pay Matrix	D	100% by promotion	As per the State Government norms.
4	Municipal Assistant Sub-Inspector	2	Level 9 in the Pay Matrix	D	100% by promotion	As per the State Government norms.
5	Municipal Junior Sub-Inspector	2	Level 3 in the Pay Matrix	A	100% by direct recruitment	As per the State Government norms.

I. NAMCHI MUNICIPAL COUNCIL

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Executive Officer	1	Level 15 in the Pay Matrix	B	100% by deputation	NA
2	Municipal Office Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Upper Division Clerk	2	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental Competitive Examination failing which by transfer on deputation.	As per the State Government norms.
5	Municipal Lower Division Clerk	5	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
6	Municipal Driver	10	Level 6 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
7	Municipal Office Attendant	4	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
8	Municipal Safaikarmachari	19	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
(II) ACCOUNTS SECTION						
1	Municipal Senior Accountant	1	Level 14 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Accountant	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
3	Municipal Junior Accountant	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Accounts Clerk	1	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

(III) ENGINEERING SECTION						
1	Municipal Assistant Engineer (Civil)	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Junior Engineer (Civil)	1	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
3	Municipal Supervisor	3	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
(IV) ARCHITECT SECTION						
1	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
(V) IT SECTION						
1	Municipal Assistant Director (IT)	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
2	Municipal Programmer (IT)	1	Level 12 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
3	Municipal Assistant Programmer (IT)	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
4	Municipal Computer Operator (IT)	1	Level 10 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
(VI) LICENSE SECTION						
1	Municipal Senior Inspector	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Inspector	1	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Sub-Inspector	1	Level 10 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Assistant Sub-Inspector	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
5	Municipal Junior Sub-Inspector	1	Level 3 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

III. SINGTAM NAGAR PANCHAYAT

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Executive Officer	1	Level 15 in the Pay Matrix	B	100% by deputation	NA
2	Municipal Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Upper Division Clerk	1	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental Competitive Examination failing which by transfer on deputation.	As per the State Government norms.
5	Municipal Lower Division Clerk	2	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
6	Municipal Driver	3	Level 6 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
7	Municipal Office Attendant	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
8	Municipal Safaikarmachari	10	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
(II) ACCOUNTS SECTION						
1	Municipal Accountant	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Junior Accountant	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Accounts Clerk	1	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

(III) ENGINEERING SECTION						
1	Municipal Assistant Engineer (Civil)	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Junior Engineer (Civil)	1	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
3	Municipal Supervisor	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
(IV) ARCHITECT SECTION						
1	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
(V) LICENSE SECTION						
1	Municipal Inspector	1	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
2	Municipal Sub-Inspector	1	Level 10 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Assistant Sub-Inspector	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Junior Sub-Inspector	1	Level 3 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

IV. RANGPO NAGAR PANCHAYAT

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Executive Officer	1	Level 15 in the Pay Matrix	B	100% by deputation	NA
2	Municipal Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.

4	Municipal Upper Division Clerk	1	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental Competitive Examination failing which by transfer on deputation.	As per the State Government norms.
5	Municipal Lower Division Clerk	2	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
6	Municipal Driver	3	Level 6 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
7	Municipal Office Attendant	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
8	Municipal Safaikarmachari	10	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
	(II) ACCOUNTS SECTION					
1	Municipal Accountant	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Junior Accountant	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Accounts Clerk	1	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
	(III) ENGINEERING SECTION					
1	Municipal Assistant Engineer (Civil)	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Junior Engineer (Civil)	1	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
3	Municipal Supervisor	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
	(IV) ARCHITECT SECTION					
1	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA

(V) LICENSE SECTION						
1	Municipal Inspector	1	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
2	Municipal Sub-Inspector	1	Level 10 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Assistant Sub-Inspector	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Junior Sub-Inspector	1	Level 3 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

V. MANGAN NAGAR PANCHAYAT

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Executive Officer	1	Level 15 in the Pay Matrix	B	100% by deputation	NA
2	Municipal Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Upper Division Clerk	1	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental Competitive Examination failing which by transfer on deputation.	As per the State Government norms.
5	Municipal Lower Division Clerk	2	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
6	Municipal Driver recruitment	3	Level 6 in the Pay Matrix	C	100% by direct	As per the State Government norms.

7	Municipal Office Attendant	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
8	Municipal Safaikarmachari	10	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
(II) ACCOUNTS SECTION						
1	Municipal Accountant	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Junior Accountant	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Accounts Clerk	1	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
(III) ENGINEERING SECTION						
1	Municipal Assistant Engineer (Civil)	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Junior Engineer (Civil)	1	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
3	Municipal Supervisor recruitment	2	Level 4 in the Pay Matrix	D	100% by direct	As per the State Government norms.
(IV) ARCHITECT SECTION						
1	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
(V) LICENSE SECTION						
1	Municipal Inspector	1	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
2	Municipal Sub-Inspector	1	Level 10 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Assistant Sub-Inspector	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Junior Sub-Inspector	1	Level 3 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

VI. GYALSHING NAGAR PANCHAYAT

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Executive Officer	1	Level 15 in the Pay Matrix	B	100% by deputation	NA
2	Municipal Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Upper Division Clerk	1	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental Competitive Examination failing which by transfer on deputation.	As per the State Government norms.
5	Municipal Lower Division Clerk	2	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
6	Municipal Driver recruitment	3	Level 6 in the Pay Matrix	C	100% by direct	As per the State Government norms.
7	Municipal Office Attendant	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
8	Municipal Safaikarmachari	10	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
(II) ACCOUNTS SECTION						
1	Municipal Accountant	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Junior Accountant	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Accounts recruitment	1	Level 7 in the Pay Matrix	C	100% by direct Clerk	As per the State Government norms.

(III) ENGINEERING SECTION						
1	Municipal Assistant Engineer (Civil)	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Junior Engineer (Civil)	1	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
3	Municipal Supervisor	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
(IV) ARCHITECT SECTION						
1	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
(V) LICENSE SECTION						
1	Municipal Inspector	1	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
2	Municipal Sub-Inspector	1	Level 10 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Assistant Sub-Inspector	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Junior Sub-Inspector	1	Level 3 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

VII. NAYABAZAR-JORETHANG NAGAR PANCHAYAT

(I) EXECUTIVE SECTION						
Sl. No	**Name of posts**	**Number of posts**	**Level in the Pay Matrix**	**Classification / Group (Category)**	**Method of recruitment**	**Minimum qualification or other conditions required to be fulfilled**
1	Municipal Executive Officer	1	Level 15 in the Pay Matrix	B	100% by deputation	NA
2	Municipal Superintendent	1	Level 14 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Head Assistant	1	Level 11 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Upper Division Clerk	1	Level 9 in the Pay Matrix	C	100% by promotion through limited Departmental Competitive Examination failing which by transfer on deputation.	As per the State Government norms.
5	Municipal Lower Division Clerk	2	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
6	Municipal Driver	3	Level 6 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
7	Municipal Office Attendant	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
8	Municipal Safaikarmachari	10	Level 4 in the Pay Matrix	D	100% by direct recruitment on regular or in temporary basis	As per the State Government norms.
(II) ACCOUNTS SECTION						
1	Municipal Accountant	1	Level 11 in the Pay Matrix	C	100% by promotion or by deputation	As per the State Government norms.
2	Municipal Junior Accountant	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Accounts Clerk	1	Level 7 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.

(III) ENGINEERING SECTION						
1	Municipal Assistant Engineer (Civil)	1	Level 15 in the Pay Matrix	B	100% by promotion	As per the State Government norms.
2	Municipal Junior Engineer (Civil)	1	Level 12 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.
3	Municipal Supervisor	2	Level 4 in the Pay Matrix	D	100% by direct recruitment	As per the State Government norms.
(IV) ARCHITECT SECTION						
1	Municipal Assistant Architect	1	Level 15 in the Pay Matrix	B	100% by transfer on deputation	NA
(V) LICENSE SECTION						
1	Municipal Inspector	1	Level 12 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
2	Municipal Sub-Inspector	1	Level 10 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
3	Municipal Assistant Sub-Inspector	1	Level 9 in the Pay Matrix	C	100% by promotion	As per the State Government norms.
4	Municipal Junior Sub-Inspector	1	Level 3 in the Pay Matrix	C	100% by direct recruitment	As per the State Government norms.